

**MINUTES OF THE
PROFICIENCY TESTING COMMITTEE MEETING
SEPTEMBER 3, 2002**

The Proficiency Testing Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Tuesday, September 3, 2002, at 1:00 p.m., Eastern Daylight Time (EDT). Chair RaeAnn Haynes of the State of Oregon DEQ led the meeting. The Agenda is given in Attachment A. A list of Action Items is given in Attachment B and the List of Participants is given in Attachment C. *The purpose of the meeting was to address items of importance identified in the meeting agenda.*

INTRODUCTION

Ms. Haynes called the meeting to order and took attendance.

MINUTES AND ACTION ITEM REVIEW

Minutes from the August 20, 2002, teleconference were reviewed and accepted as written.

ACTION ITEMS FROM NELAC 8

- Ms. Haynes will speak with Jeanne Hankins concerning the description key of the analyte, method, and technology code documents being formulated into a header to appear at the top of each page of each document.
- Ms. Haynes will draft language linking Section 2.5 to Quality Systems regarding running proficiency test samples in conjunction with other samples. She will send the language to the Committee and request feedback. The Committee will discuss this issue further at the next teleconference.
- Ms. Haynes forwarded the invitation to join INELA to Committee members who did not receive it.

FOT ACCEPTANCE CRITERIA SUBCOMMITTEE STATUS

The Committee is being compelled by other committees to draft a list of analytes from fields of testing regarding hazardous waste solids. Mike Miller will collect the data for the list and send it to the Committee. Ms. Hankins will bring the issue before the FOT subcommittee, and she and Jim Pletl will search for people to work with the Subcommittee regarding this issue.

UNIFORM ELECTRONIC REPORTING FORMAT

Anand Mudambi is still working on the uniform electronic format for proficiency test results. He will inform everyone when updating of the website is completed.

STATUS OF ONGOING PT PROVIDER MONITORING CRITERIA SUBCOMMITTEE

Ralph Obenauf reported that he would be arranging a teleconference with the Subcommittee shortly.

CHANGES TO APPENDIX D

The Committee discussed the issue that changes need to be made to Appendix D concerning PTOB/PTPA's oversight criteria. Mr. Miller sent a copy of the Appendix D to the committee members with highlighted areas that need to be changes. The Committee feels that a subcommittee may need to be developed to address this issue. Changes to Appendix D will be discussed further at the next teleconference.

FUTURE TELECONFERENCES

The next teleconference will be Tuesday, September 17, 2002, at 1:00 p.m. EDT.

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned.

**AGENDA
PROFICIENCY TESTING COMMITTEE MEETING
SEPTEMBER 3, 2002**

1. Minutes and status of action items from the NELAC 8 Conference
2. FOT Acceptance criteria subcommittee status (RaeAnn)
3. Uniform electronic reporting format (Anand)
4. Ongoing PT provider monitoring criteria subcommittee status (Ralph)
5. Changes to Appendix D
6. Comments/questions received
7. EPA/NIST items
8. Membership and Outreach Committee update
- Other items or issues

**ACTION ITEMS
PROFICIENCY TESTING COMMITTEE MEETING
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Item No.	Date Proposed	Action	Date to be Completed
1.	9/3/02	Ms. Haynes will draft language linking Section 2.5 to Quality Systems regarding running proficiency test samples in conjunction with other samples. She will send the language to the Committee and request feedback.	9/17/023
2.	8/20/02	Mr. Miller will be speaking with the NELAP AAs concerning oversight criteria with PTOB/PTPA's and the rewriting of Appendix D.	Ongoing
3.	8/20/02	Ms. Haynes will speak with Ms. Hankins concerning the description key of the analyte, method, and technology documents being formulated into a header to appear at the top of each page of each document.	9/17/02
4.	8/20/02	Mr. Mudambi will send the uniform electronic format for proficiency test results to various entities to see if viable with their databases.	ASAP
5.	7/10/02	The Committee will work with the EPA to revise the Criteria Document.	Ongoing
6.	7/10/02	Find a mechanism to develop a proficiency testing database for monitoring proficiency test study data.	Ongoing
7.	7/10/02	Produce standardized analyte and technology codes.	Ongoing
8.	7/10/02	Preparation methods are working to create a basic structure of acceptance criteria for everyone to follow.	OPEN

**LIST OF PARTICIPANTS
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